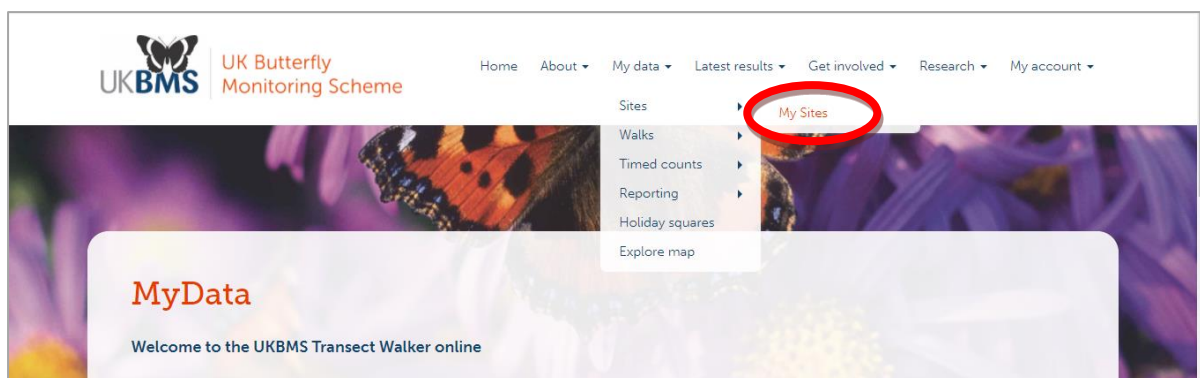


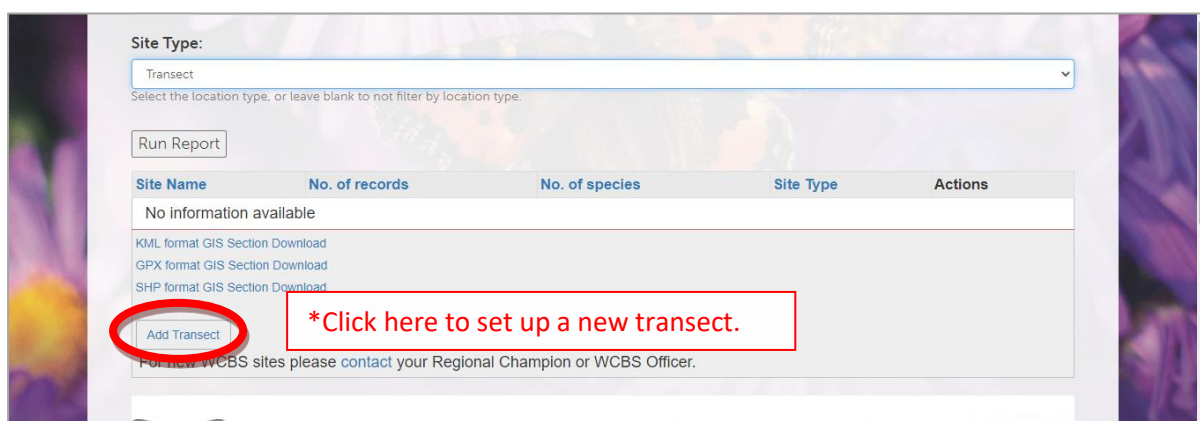
## Setting up a new transect on the UKBMS website

These are detailed instructions for setting up a brand new transect route on the UKBMS website. Basic guidance on navigating the website and entering weekly data can also be found at <https://ukbms.org/mydata>.

1. Firstly, if you wish to enter butterfly counts for an existing transect or WCBS square, please contact the site administrator and wait until that site has been linked to your account. **Please do not create duplicate sites**, as this will cause problems within the database and will need to be deleted from the system.
2. If you are setting up a brand new transect route, you will need to enter details of the site and draw the transect route before you can enter butterfly counts, so please have these details ready to hand before you start.
3. To create the new site, go to **'My Sites'**. You can find 'My Sites' by going to the main drop-down menu of 'My data' and expanding 'Sites' as shown below:



4. Click on the **'Add Transect'** button near the foot of the page.



5. Enter the Name of your new transect.
6. You will need to locate your site on the map provided. There are various ways to achieve this.

7. If you already know the Grid Reference of the site, you can enter this in the relevant box and then (after clicking your cursor in another box) confirm on the map that you are in the centre of your site, or move the map and click elsewhere if necessary.

**Site Details**

Site Details

This site is of type **Transect**.

Site Name:

Grid Ref:

British National Grid

Click on the map to set the central grid reference.

The Site Code is allocated by the Administrator.

Search for Place:

Search

Use the search box to find a nearby town or village, then drag the map to pan and click on the map to set the centre grid reference of the transect. Alternatively if you know the grid reference you can enter it in the Grid Ref box on the left.

8. It may help to search for the nearest town or village, then move the map around and zoom in until you have centred the site. You can also change to a satellite map view if you prefer.

Search for Place:

Search

The Site Code is allocated by the Administrator.

County:

Confidential: ☐

Check the Confidential box if the landowner/manager does not wish for the site location to be made public.

No. of sections:

Overall Length (m):

Base Layer

- ☒ OpenStreetMap
- ☐ Google Satellite

Overlays

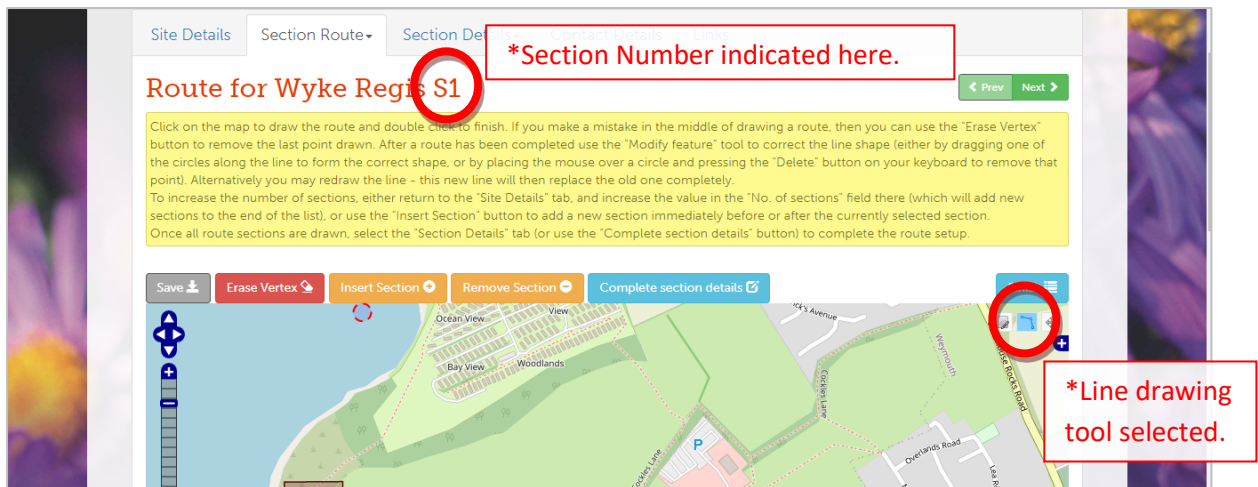
- ☒ Sections

\*You can use these controls to move the map around and zoom in or out. You can also click and drag with the mouse.

\*Click here if you prefer a satellite map view.

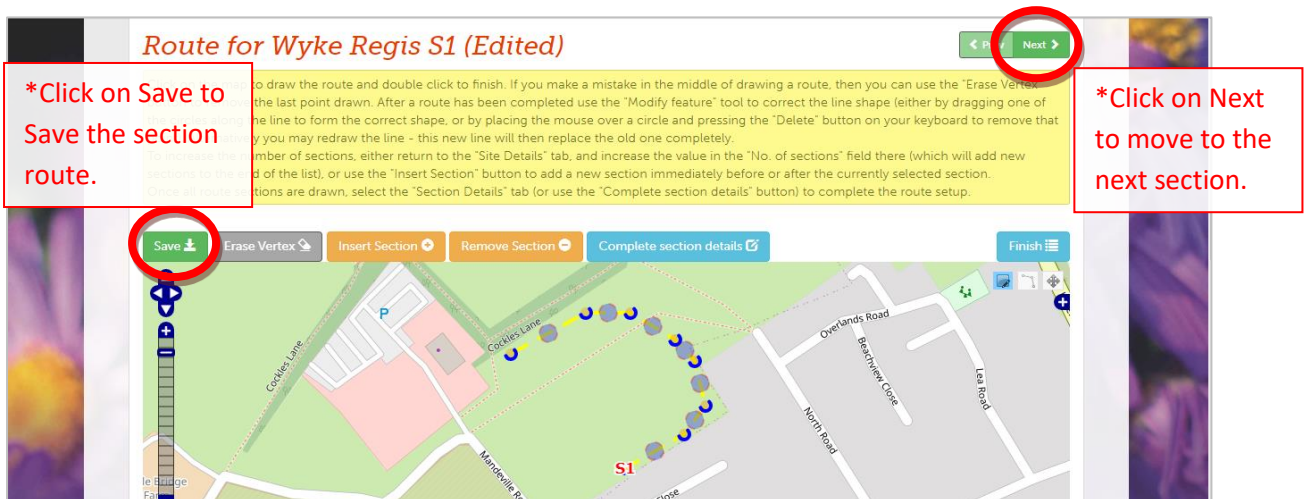
9. You will need to click on the map in the centre of your site, and then the Grid Reference will automatically be filled in.
10. Enter the number of sections for your new transect.
11. Please also enter as many other general site details as you possibly can at this stage.
12. Click on 'Save' at the bottom of the page.
13. After Saving your Site Details, you will see the warning box saying "The site details information has been saved. Please wait whilst the sections are created". Please click OK and wait for the page to settle down.

14. You should be looking at the '**Section Route**' tab for Section 1, and the line drawing tool will be automatically selected.



15. Make sure that the first section is highlighted (ie. '**S1**') in order to draw or edit the route for that section. Then move the map around and zoom in or out so that you can see the area where you need to draw (you can also select the satellite view here if necessary).

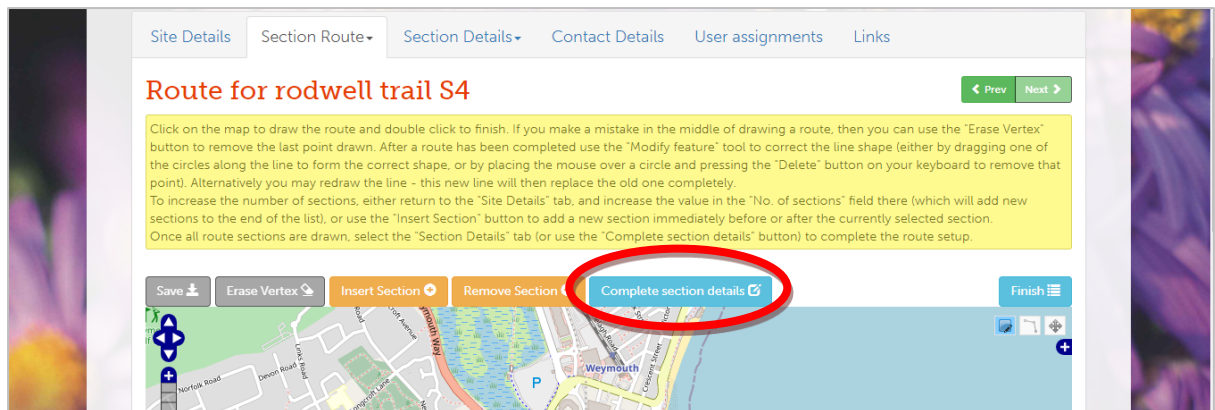
16. Click on the map at the point where your section starts, then draw the route by clicking on each corner or turning point until you get to the end of the section. Double click at the end of the section to finish drawing the line.



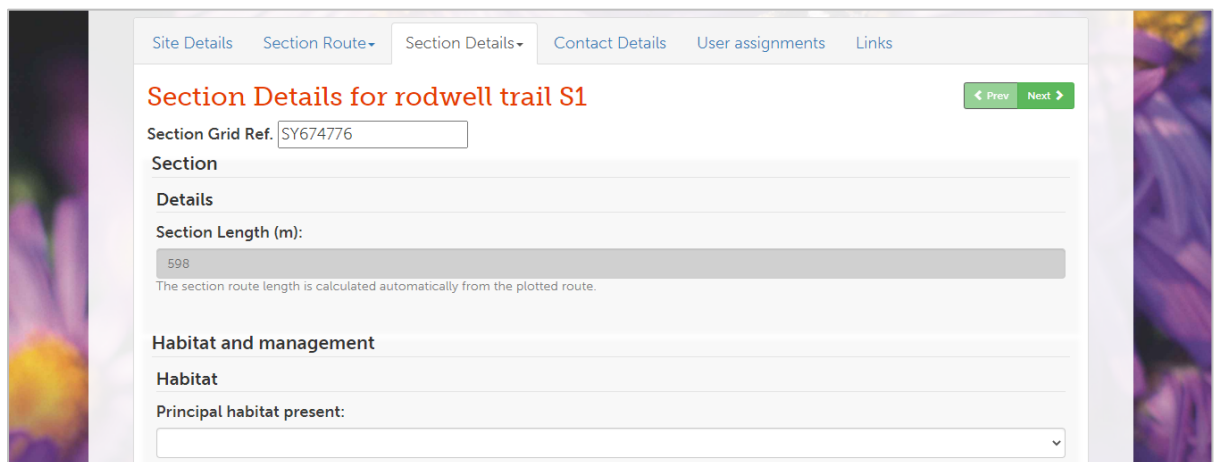
17. When finished, the complete section should be shown as a dashed yellow line with blue nodes. If you are happy with this, click on '**Save**' to save the section route to our database. Now click on '**Next**' to move to the next section. You should see the Section number change above the map, and you can now draw the route line for the next section.

18. Continue this process until you have drawn ALL the sections for your transect route.

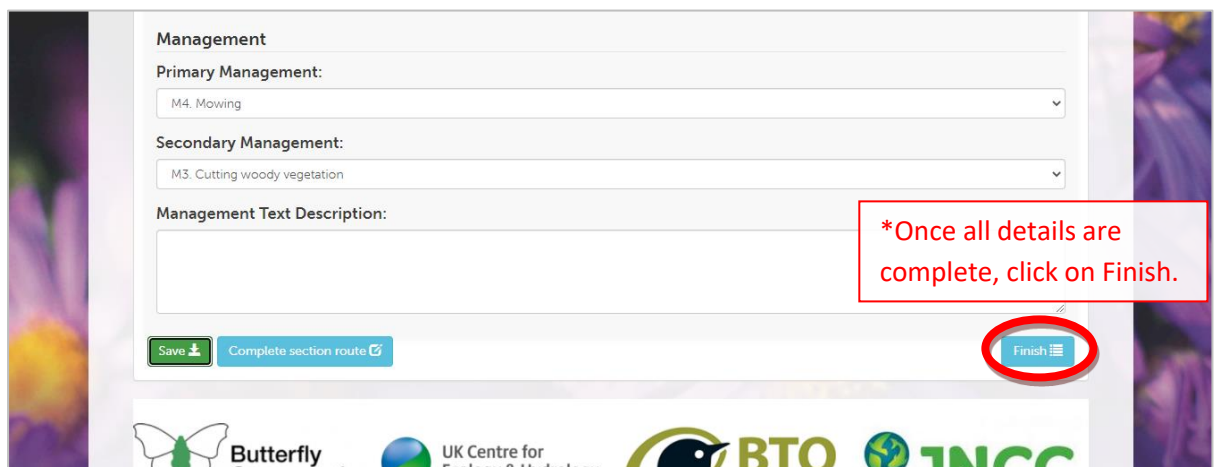
19. Once all the sections are drawn, please click on the '**Complete section details**' tab and enter as many habitat and management details as you can about each section, Saving as you go along.



20. Note that the Grid Reference and Length for each section will have been automatically calculated from the line that you have drawn, so there is no need to adjust these fields.

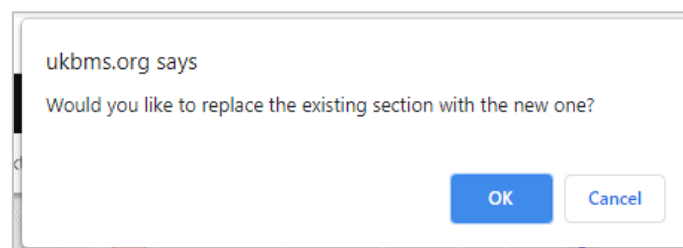


21. Once all your section routes are drawn and section details are complete, you can click on '**Finish**'. This completes the process.

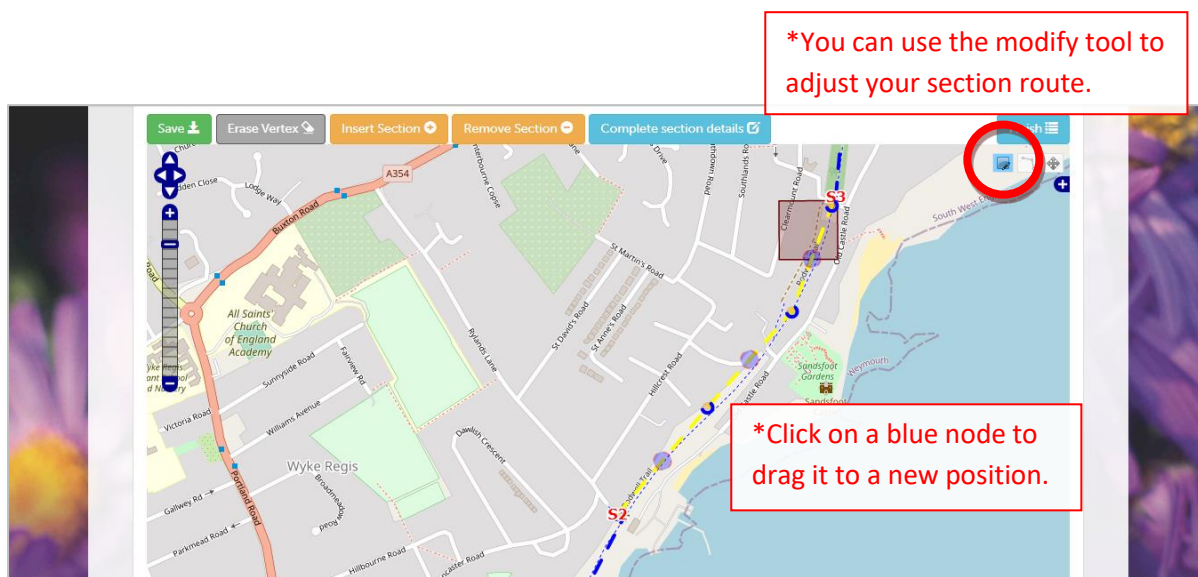




22. Drawing the route can be tricky. So, if you are not happy with the result, there are several ways to make amends. Firstly, make sure the relevant section is highlighted.
23. You can just use the line drawing tool to redraw a new line over the top. When you double-click to finish, you will get the following warning, where you should click OK.



24. If you just need to move one or two corner points, then you can use the Modify tool. Small blue semi-circles will appear at each node on the line, and these can be dragged around into new positions. You can also add new nodes by dragging the mid-section of a line.



25. **WARNING** – The '**Remove Section**' button will **remove the section completely**, reducing the number of sections on the transect, and possibly re-numbering the remaining sections. This should only be done if you need to rectify a mistake with the section numbers. If you get into problems with this, then please contact an administrator.
26. **REQUEST** - please remember to enter as many section details as you possibly can at this stage because, once you have started to enter butterfly counts, most site and section details will become locked and will only be editable by a site administrator.
27. **PLEASE NOTE** – with a new transect, you will not be able to enter any weekly butterfly counts until the sections have been drawn.